

Exhibit 300: Capital Asset Summary

Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview & Summary Information

Date Investment First Submitted: 2009-06-30
Date of Last Change to Activities: 2012-07-31
Investment Auto Submission Date: 2012-02-29
Date of Last Investment Detail Update: 2011-09-15
Date of Last Exhibit 300A Update: 2012-08-28
Date of Last Revision: 2012-08-28

Agency: 020 - Environmental Protection Agency **Bureau:** 00 - Agency-Wide Activity

Investment Part Code: 01

Investment Category: 00 - Agency Investments

1. Name of this Investment: ECMS - Enterprise Content Management System

2. Unique Investment Identifier (Ull): 020-000016240

Section B: Investment Detail

- 1. Provide a brief summary of the investment, including a brief description of the related benefit to the mission delivery and management support areas, and the primary beneficiary(ies) of the investment. Include an explanation of any dependencies between this investment and other investments.**

EPA has not had a central mechanism to organize, store and legally manage its information, and EPA's mission is often diverted to finding and recreating information. There was a need to provide Agency-wide access to content, including documents and records. EPA employees must have access to a vast array of environmental information to make informed, quality, timely decisions and be responsive to citizens. The Enterprise Content Management System (ECMS) fulfills this need by capturing information (word processing documents, e-mails, spreadsheets, graphic images, official records, etc.) into a single, searchable repository. Each employee contributes to ECMS' repository and accesses it from their desktop. Also, the prevailing requirement to print records to paper in the absence of an electronic recordkeeping system places EPA at risk when not adhered to by its employees. EPA's inability to quickly produce documents has cost millions of dollars in staff time and court fines. ECMS reduces inefficiencies by providing a scalable document repository for the management of Agency information. ECMS automates EPA's records and document management activities and provides its more than 23,000 employees and contractors the capability to query and find information quickly while ensuring integrity, consistency and accuracy of information. ECMS has been included as a mandatory Working Capital Fund (WCF) Service since FY07. Region/Program specific applications have leveraged the content management license and core processing infrastructure. Developmental costs for these

Program-specific applications are not covered under this investment (e.g., Correspondence Management System (CMS), electronic Inventory Update Rule (eIUR), Web CMS, Electronic Grants Records System (EGRS), etc.). Since FY 07, EPA staff have been provided the capability to archive email records. Between FY 08 and 11, enhancements were developed to improve system performance. In BY 11 and 12, existing agency applications will be linked to the ECMS system to capture and preserve the final agency records. The planned system capability is expected to be completed by 2014 with continued enhancements and ongoing operations and maintenance in the following years.

2. How does this investment close in part or in whole any identified performance gap in support of the mission delivery and management support areas? Include an assessment of the program impact if this investment isn't fully funded.

The ECMS investment supports the Agency's Strategic Plan by facilitating cross-Agency collaborative working, information sharing, and records management through the use of its records management functionality. The ECMS will continue to grow to contain a rich repository of organized and searchable Agency information, both records and documents - centrally storing and preserving data and analyses for use today as well as preserving the information as a primary knowledge assets for the future. The system will promote greater collaboration and efficiency as it will enable EPA employees to collaborate on electronic documents without leaving their offices. Every EPA employee will access the ECMS repository from his or her desktop. Significant efficiencies will result. ECMS will enable comprehensive searches of Agency documents from any desktop thereby reducing document search time and improving the quality of responses to public, Congressional, and other information requests. Without the requested full funding, the ongoing development and enhancement of the ECMS application, provided by contractor support, will be significantly reduced. This would further push out the planned transition to the anticipated operations and maintenance phase in 2014.

3. Provide a list of this investment's accomplishments in the prior year (PY), including projects or useful components/project segments completed, new functionality added, or operational efficiency achieved.

In FY11, the ECMS PMO moved help desk support in-house, which increased the percentage of tier 1 resolutions; final results TBD. In FY11, the PMO developed a new technique to auto-register employees using PeoplePlus data, which will boost registrations; final results TBD. In FY11, the PMO completed connections to two agency systems for records transfer: the Correspondence Management System (CMS) and Electronic Grants Records System (EGRS).

4. Provide a list of planned accomplishments for current year (CY) and budget year (BY).

In CY (FY12), the ECMS PMO will develop a survey to measure customer satisfaction on a 5-point scale, with a goal of 80% (baseline) to 90% (target) 4+ average rating. In CY (FY12), the PMO will continue to auto-register employees, with a goal of 60% (baseline) to 70% (target). In CY (FY12), the PMO will establish connections with 1 (baseline) or 2 (target) agency systems for records transfer. In CY (FY12), the ECMS storage amount will reach 450GB (baseline) to 550GB (target). In CY (FY12), the PMO will begin to deploy a new Email

Records application agency-wide. In BY (FY13), the ECMS PMO will migrate two existing applications to AJAX: Identity Self Service (ISS) and the Organization Administration Tool (OAT). In BY (FY13), the PMO will develop an auto-classification process for records captured via the new Email Records application.

5. **Provide the date of the Charter establishing the required Integrated Program Team (IPT) for this investment. An IPT must always include, but is not limited to: a qualified fully-dedicated IT program manager, a contract specialist, an information technology specialist, a security specialist and a business process owner before OMB will approve this program investment budget. IT Program Manager, Business Process Owner and Contract Specialist must be Government Employees.**

2011-09-16

Section C: Summary of Funding (Budget Authority for Capital Assets)

1.

Table I.C.1 Summary of Funding

	PY-1 & Prior	PY 2011	CY 2012	BY 2013
Planning Costs:	\$1.9	\$0.1	\$0.0	\$0.0
DME (Excluding Planning) Costs:	\$12.7	\$0.6	\$0.6	\$0.6
DME (Including Planning) Govt. FTEs:	\$0.5	\$0.5	\$0.2	\$0.2
Sub-Total DME (Including Govt. FTE):	\$15.1	\$1.2	\$0.8	\$0.8
O & M Costs:	\$4.9	\$2.9	\$2.7	\$5.6
O & M Govt. FTEs:	\$0.9	\$0.1	\$0.1	\$0.1
Sub-Total O & M Costs (Including Govt. FTE):	\$5.8	\$3.0	\$2.8	\$5.7
Total Cost (Including Govt. FTE):	\$20.9	\$4.2	\$3.6	\$6.5
Total Govt. FTE costs:	\$1.4	\$0.6	\$0.3	\$0.3
# of FTE rep by costs:	13	3	3	3
Total change from prior year final President's Budget (\$)		\$0.0	\$0.0	
Total change from prior year final President's Budget (%)		0.00%	0.00%	

2. If the funding levels have changed from the FY 2012 President's Budget request for PY or CY, briefly explain those changes:

Section D: Acquisition/Contract Strategy (All Capital Assets)

Table I.D.1 Contracts and Acquisition Strategy

Contract Type	EVM Required	Contracting Agency ID	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID	IDV Agency ID	Solicitation ID	Ultimate Contract Value (\$M)	Type	PBSA ?	Effective Date	Actual or Expected End Date
Awarded	6800	4W2732YBWV	GS35F0783M	4730							
Awarded	6800	EPG11H00283	263010054	7529							

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

The only contract awarded in support of the this investment that did not require EVM was the original acquisition for a software fixed price contract put in place to purchase the enterprise-wide license of Documentum software. Any follow-on contracts awarded to maintain this software will include an EVM requirement.

Exhibit 300B: Performance Measurement Report

Section A: General Information

Date of Last Change to Activities: 2012-07-31

Section B: Project Execution Data

Table II.B.1 Projects

Project ID	Project Name	Project Description	Project Start Date	Project Completion Date	Project Lifecycle Cost (\$M)
16240-A	New ECMS Applications	The purpose of this project is to develop, modernize or enhance enterprise applications that manage Agency information assets.			

Activity Summary

Roll-up of Information Provided in Lowest Level Child Activities

Project ID	Name	Total Cost of Project Activities (\$M)	End Point Schedule Variance (in days)	End Point Schedule Variance (%)	Cost Variance (\$M)	Cost Variance (%)	Total Planned Cost (\$M)	Count of Activities
16240-A	New ECMS Applications							

Key Deliverables

Project Name	Activity Name	Description	Planned Completion Date	Projected Completion Date	Actual Completion Date	Duration (in days)	Schedule Variance (in days)	Schedule Variance (%)
16240-A	EZ Email Records - Phase 1	Develop an application that enables EPA staff to capture email records from Lotus Notes into	2012-03-31	2012-03-31	2012-03-31	182	0	0.00%

Key Deliverables

Project Name	Activity Name	Description	Planned Completion Date	Projected Completion Date	Actual Completion Date	Duration (in days)	Schedule Variance (in days)	Schedule Variance (%)
		the ECMS records repository.						
16240-A	EZ Email Records - Phase 2	Develop an application that enables EPA staff to capture email records from Lotus Notes into the ECMS records repository.	2012-06-30	2012-06-30	2012-06-30	90	0	0.00%
16240-A	My Records	Develop an application that enables EPA staff to capture electronic records from the desktop into the ECMS records repository.	2012-09-30	2012-09-30		182	0	0.00%

Section C: Operational Data

Table II.C.1 Performance Metrics

Metric Description	Unit of Measure	FEA Performance Measurement Category Mapping	Measurement Condition	Baseline	Target for PY	Actual for PY	Target for CY	Reporting Frequency
Connections with other agency systems for collecting and preserving electronic records.	number	Process and Activities - Productivity	Over target	1.000000	2.000000	2.000000	2.000000	Quarterly
Amount of electronic storage used to store records, measured in gigabytes (GB).	GB	Technology - Information and Data	Over target	200.000000	250.000000	299.000000	300.000000	Monthly
Percent of 23,000+ EPA staff and contractors registered in ECMS.	percentage	Customer Results - Service Coverage	Over target	50.000000	55.000000	52.000000	60.000000	Monthly
Customer satisfaction with ECMS Help Desk reported issues, measured on a 5-point scale with a goal of 4+ average rating.	percentage	Customer Results - Service Quality	Over target	80.000000	0.000000	0.000000	90.000000	Monthly
EZ Email Records application adopted by EPA organizations (AAships and Regions).	percentage	Technology - Efficiency	Over target	40.000000	0.000000	0.000000	80.000000	Quarterly